



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Inmate Commissary Coordinator

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 8/24/05

**Summary:** Under close supervision, performs clerical work of routine difficulty in inmate commissary and mail distribution; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Insures that inmate money records are accurate and up to date.
- Trains Detention Officers on proper equipment use (Commissary computer Program).
- Maintains overall custody and control of all inmate accounting records. Monitors and manages inmate accounts. Posts inmate accounts with medical co-pays and other debits. Posts damages to accounts.
- Receives and inspects all incoming inmate mail for checks and/or money orders and contraband; reports all contraband found in incoming mail.
- Confers with other staff members to coordinate delivery of inmate commissary items.
- Takes orders and delivers commissary items to inmates per policy and regulatory guidelines.
- Prepares indigent packages for indigent inmates.
- Maintains confidential records.
- Reports, evaluates and assigns records to appropriate inmates in the Navajo County Jail system.
- Releases and disposes of inmate property.

### Knowledge and Skills:

- Knowledge of applicable State, Federal and local laws, rules and regulations governing correctional institutions.
- Knowledge of principles and practices of accounting and record keeping and reporting.
- Knowledge of national commissary programs for inmates.
- Skill in operating common office equipment including computers and associated accounting and office software.
- Skill in rapidly calculating and verifying arithmetic computations.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School Diploma or GED; AND at least one year experience in corrections work; AND valid driver's license.